

Application for Plan Review and Sign Permit



Planning & Development
Building & Permit Services
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SECTION 1 - APPLICANT TO COMPLETE

Sign Address _____ Previous Use of Building/Site _____
Business Name _____ Proposed Use of Building/Site _____
Business Owner _____ Address/Zip _____ Phone _____

SIGN DESCRIPTION

- | | | | | |
|---|--|--|--|--|
| <input type="checkbox"/> Non-Electric | <input type="checkbox"/> Additional New Sign | <input type="checkbox"/> Replace Existing Sign | <input type="checkbox"/> Alter or relocate existing Sign | |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Single-Face | <input type="checkbox"/> Wall | <input type="checkbox"/> Awning with Sign | <input type="checkbox"/> Readerboard |
| <input type="checkbox"/> Exterior Light | <input type="checkbox"/> Double-Face | <input type="checkbox"/> Freestanding | <input type="checkbox"/> Marquee/Under Marquee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Interior Light | <input type="checkbox"/> Multi-Face | <input type="checkbox"/> Roof | <input type="checkbox"/> Projecting Sign | <input type="checkbox"/> Billboard (200+) |

Horizontal Dimension _____ Length of wall upon which the wall sign is located _____
Vertical Dimension _____ Distance from grade to bottom of sign _____
Total Square Footage _____ Total height of sign above grade _____
Thickness of sign _____ Total Number of signs for this business _____
Direction sign faces ☐ North ☐ South ☐ East ☐ West

FREESTANDING OR PROJECTING SIGN

Distance from sign to adjacent curb face, property line or street center line _____
Does sign project beyond the property line? ☐ YES ☐ NO If so, how far? _____
Are there other freestanding or roof signs within 200' of this sign? ☐ YES ☐ NO
Are there billboards on this same property? ☐ YES ☐ NO

TOTAL VALUE OF WORK \$ _____ (include value of materials and labor)

STATEMENT OF CONFORMITY: As undersigned or authorized agent of owner, I am applying for all construction specialty permits required to construct the project as described in this application. I agree to do the above described work according to the attached plans and specifications and understand that the work is to be done in accordance with the City of Eugene and State of Oregon laws. All the information hereon is true to the best of my knowledge.

Applicant/Agent Name (PRINT)	Signature	Company Name	Phone
_____	_____	_____	_____
Applicant/Agent Address	City/State	Zip	Phone
_____	_____	_____	_____
*Sign Installer Name/Address	City/State	Zip	Phone
_____	_____	_____	_____

Construction Contractor's Board # _____ expires _____
Electrical Contractor's License # _____ expires _____

*If you are not the building owner, you must be registered with the State of Oregon Contractor's Board.

- TWO COMPLETE SETS OF PLANS MUST BE PROVIDED WITH THIS APPLICATION
- PLAN CHECK FEES ARE PAID AT TIME OF APPLICATION
- SIGN, BUILDING AND ELECTRICAL PERMIT FEES ARE PAID AT TIME OF PERMIT ISSUANCE

PERMIT NUMBER _____

SECTION 2 - STAFF TO COMPLETE AND ATTACH PLAN COPIES

Zoning _____ Overlays _____ MAP/TAX LOT # _____
Sign District _____ Variances _____

ADDITIONAL INFORMATION _____

☐ SITE PLAN

☐ SIGN DRAWING AND ELEVATION

☐ FREE STANDING STRUCTURAL INFORMATION

(diagram, materials, dimensions, pole size, concrete psi)